

HIGH SCHOOL INTERNSHIP APPLICATION TRANSMITTAL FORM

Student Name (Please Print) _____

High School Name (Please Print) _____

County and State in Which High School is Located (Please Print) _____

Internship Coordinator/Guidance Counselor Name (Please Print) _____

Coordinator's Phone Number _____ e-mail _____

Best time of day for contact _____

Period for Which Application is Submitted (please circle) Summer Fall Spring Year _____

Please Check Category for Which Application is Submitted:

- ☐ **Category A: Scientific/Technical Intern** – for students intending to pursue undergraduate studies in science, math, or engineering-related majors. A minimum cumulative GPA 3.0 is required, and the student must have completed and be taking science and math-related courses.
- ☐ **Category B: Technical/Trade Intern** – for students with vocational/technical/mechanical skills. A minimum cumulative GPA 2.3 is required.
- ☐ **Category C: Office/Administrative Intern** – for students without specific technical skills, but who may provide administrative support in an office environment. A minimum cumulative GPA 2.3 is required.

For Categories A and C above, students must have computer skills. Computer skills are encouraged for Category B.

For the above named student, successful fulfillment of this internship will (please check all that apply):

- ☐ Provide academic credit
- ☐ Provide work/study credit
- ☐ Fulfill a community service requirement
- ☐ Fulfill a graduation requirement
- ☐ N/A
- ☐ Other (please explain) _____

Application Checklist:

- ☐ Transmittal form (completed by internship or guidance counselor)
- ☐ NIST High School Internship application (completed by student)
- ☐ Resume that includes a listing of courses that are applicable to the internship (prepared by student)
- ☐ Letter of recommendation (secured by student)
- ☐ Unofficial transcript (secured by student)
- ☐ 750-1000 word essay (prepared by student)
- ☐ Five sets (one original and four copies) of all of the above documents in one envelope with the student's name, internship coordinator or guidance counselor's name, and the high school name one the outside of the envelope (transmitted by internship coordinator or guidance counselor)

I have reviewed this student's application materials and the above checklist and approve the submission of this application.

Internship Coordinator/Guidance Counselor Signature

Date